

KALAMAZOO COUNTY CIRCUIT COURT / FAMILY DIVISION
RELATIVE PLACEMENT CHECK LIST
BOTH PARENTS CONSENTING

ATTORNEY: _____
TELEPHONE NO: _____

ATTORNEY: _____
TELEPHONE NO: _____

DOCUMENTS FILED:

- ☐ Petition for Adoption...PCA301 _____ Number of Petitions
- ☐ Payment of Filing Fee
- ☐ Certified Copy of Birth Certificate
- ☐ Name on Request for State Police Report
- ☐ Certified Copy of Divorce OR ☐ Acknowledgment of Paternity OR ☐ Order of Filiation
- ☐ Other _____
- ☐ Notice to Prior Court of Proceedings...MC28
- ☐ Motion for Immediate Confirmation (Item 12 on Petition)

OFI: _____
Consent: _____
OTR: _____

FEES:

- ☐ Verified Accounting, With Verified Itemization and Receipts (7 Days Prior to Formal Placement)
To be submitted by:
☐ Petitioner(s)...PCA347 ☐ Attorney...PCA346
- ☐ Verified Accounting, With Verified Itemization and Receipts (21 Days Prior to Confirmation)
To be submitted by:
☐ Petitioner(s)...PCA347 ☐ Attorney...PCA346
- ☐ Final Order Allowing Fees and Costs...PCA341 (21 Days Prior to Confirmation with Fees)

CONSENTS: (SEE MCR 5.754)

- ☐ Consent Packet to Caseworker _____

DATE SIGNED:

- ☐ Mother...PCA308 _____
- ☐ Father...PCA308 _____
- ☐ 14 Or Older...Pca307 _____
- ☐ Proof of Service (PCA308, and/or PCA 307
and Release of Information)...JC12a _____

CONTINUED ON REVERSE SIDE

REPORTS:

- ☐ Report of Investigation
- ☐ Supplemental Report Filed
- ☐ Other

DATE SIGNED: _____

- Home Investigation ☐ Approved
- Parent(s) Consent ☐ Approved
- Adoptee Consent ☐ Approved

ORDERS PREPARED:

DATE ORDERS
SIGNED: _____

DATE CERT.
COPY MAILED: _____

- ☐ Order of Investigation...PCA301 (Back of Petition)
- ☐ Home Investigation Packet to Caseworker
- ☐ Order Terminating Rights...PCA318 (one for each parent)
- ☐ Advice of Rights...PCA323
- ☐ Proof of Service JC12b (on consenting parents Re: Release of Information Handouts at time of Termination of Rights)...JC12
- ☐ Order Placing Child after Consent/Release...PCA320 (to petitioner)
- ☐ Notice to Adopting Parents Appeal/Rehearing...PCA325 (to petitioner)
- ☐ Proof of Service (on adoptive parents Re: PCA320 and 325 and Release of Information Handouts)...JC12a
- ☐ Notice of Proceedings to Friend of the Court, Prosecuting Attorney and Circuit Court Clerk* _____ County
- ☐ Order of Adoption...PCA321
- ☐ Application to establish Michigan Birth Record mailed to _____
- ☐ Final Notice of Proceedings to Friend of the Court, Prosecuting Attorney and Circuit Court Clerk* _____ County
- ☐ Notice to Attorney at Confirmation*

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*Kalamazoo County Probate Court Form

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